

7.10.00.00 - REVISION AND REVIEWS

7.10.01.00 General

Offers may be made only on the basis of approved appraisals or authorized adjustments; therefore, it is imperative that revisions be made without undue delay.

The District/Region shall devise and maintain an efficient procedure for systematic appraisal review for "updating" of unclosed parcels in areas where significant new data is revealed.

It is the Acquisition Branch's responsibility to develop any new data, make an investigation thereof and determine if such new data warrants further review by the Appraisal Branch. When requested, the Appraisal Branch shall investigate the new data and determine the applicability to unacquired parcels. If adjustment is not justified, the Acquisition Branch will be immediately notified.

If significant adjustment is in order, an appraisal revision will be immediately processed so negotiations may proceed without undue delay. Review will be expedited upon request.

7.10.02.00 Changes in Unapproved Appraisals Requiring Division Approval

If a Report is returned to the District/Region without action, or a Report is approved except for certain parcels, the District/Region will take such corrective action as necessary. A cover letter of transmittal will describe the action taken on the points raised by HQ RW return letter.

7.10.03.00 Changes in Approved Appraisals-Unacquired Parcels

The contents or valuation of an unacquired parcel appraisal may be changed by one of the following methods, in accordance with current delegations:

- Revised appraisal pages.
- Revised parcel appraisal canceling and superseding an existing appraisal by inclusion in a later Report.
- Memorandum of Adjustment

7.10.04.00 Revised Appraisal Pages

Parcel appraisals may be revised by revised appraisal pages for replacement in the approved Report, providing the change can be substantiated without extensive changes in supplemental appraisal pages. The following are examples of cases in which revised appraisal pages may be used:

- A. Mathematical or typographical errors.
- B. A valuation change resulting from an orderly change in price level which can be clearly supported by new comparable data and the original appraisal relied predominantly on a market approach.
- C. The change involves addition or deletion of a subparcel, or parcel split or merger with little change in value factors.
- D. The change involves addition or deletion of minor improvements without effect on the land valuation.
- E. The change involves increase or decrease in right of way requirements or excess with no significant change in damages, benefits or construction contract work.
- F. The change involves including an alternate appraisal with little change in the valuation of the total property.
- G. The change involves parcel grouping.

7.10.04.01 Submittal of Revised Pages

Revised pages and maps will be submitted with a letter of transmittal detailing the changes. A change in right of way requirement or access control will be approved by the DDC-Project Development on the face of the letter of transmittal or by accompanying memorandum. Revised pages will have the word "Revised" and the date typed at the top of all pages. Revised maps, when necessary, will have only the affected parcel(s) colored and will have the word "Revised" and the date visible on the map when both opened and closed. A revised Comparable Data Map is required whenever new comparable data are used.

A new Senior Field Review

Certificate and a revised Certificate of Appraiser is required whenever there has been a change in the value, improvements affected or area taken. Minor typographical correction do not require a new Certificate.

7.10.05.00 **Revised Parcel Appraisals**

If extensive changes are required, a Revised Parcel Appraisal canceling and superseding the existing appraisal must be submitted. They will be submitted in succeeding Reports and will be complete with all necessary information and supporting data.

The Appraisal Page (Form RW 7-9) will contain a brief resume of the reasons for the revision. At the top of the page type the remark "Revises and Supersedes the Parcel Appraisal in Appraisal Report No. _____, Dated _____."

Revised parcels contained in a Report with other parcels will be marked "Revised" on the Parcel Summary Page and on the front cover. In addition, the front cover will show the old Appraisal Report number. Revised parcel appraisals must keep the original parcel number, except that subparcels may be added or deleted.

7.10.06.00 **Memorandum of Adjustment**

This method will be used for nonsubstantial valuation adjustments and minor variations which do not warrant Revised Appraisal Pages. The revision may be at the request of the Acquisition Branch or as a result of a subsequent appraisal or discovery of new information and data. Each Memorandum must follow the same approval process as the original appraisal. A copy of each Memorandum and the related Parcel Summary Page will be forwarded to HQ RW.

If HQ RW approved the original appraisal, it must approve the Memorandum. If there is not enough time for HQ RW review and approval due to imminence of trial or possession date, the Memorandum will be prepared and submitted with a detailed discussion supporting the insufficiency of time and the need for the Memorandum. Telephone approval should be obtained and referenced in the Memorandum.

7.10.07.00 **Changes in Approved Appraisals on Acquired Parcels**

There are very few occasions where an approved appraisal can be revised after the parcel is acquired and escrow has closed. In certain instances, the Acquisition Branch may find it necessary to amend a Right of Way Contract to correct a situation discovered after close of escrow. Acquisition should direct a memo to Appraisals setting forth the reasons for the amendment and the need for a change in the approved appraisal. Appraisals will then prepare a Memorandum of Adjustment valuing the additional rights taken or damages incurred as if they were part of the original appraisal. The approval process will be the same as the original appraisal.

- A. Additional right of way over a grantor's remainder requires a new appraisal under a new parcel number in a new appraisal report. Legal advice should be obtained concerning the use of before or after condition values in the appraisal of additional requirements.
- B. If no new right of way is required, the Acquisition Branch may nonetheless find it necessary to amend a contract. In such an instance, when related to value, the Appraisal Branch shall, prior to such necessary amendment and at the request of the Acquisition Branch, prepare a Statement of Value, in the same form as a Memorandum of Adjustment, valuing the additional rights taken as part of the original appraisal. Approval of the Statement of Value will be in accordance with the existing Delegations.

7.10.08.00 **Parcel Splits and Mergers**

Splits or mergers due to change in ownership, or addition and/or cancellation of subparcels, may be submitted by Revised Appraisal Pages or Revised Parcel Appraisals, as the extent of necessary reappraisal requires. Parcel splits will comply with the following instructions:

- A. The original ownership (or one parcel) will retain the original parcel and appropriate subparcel numbers and will be identified as a revised appraisal.

- B. The new ownership will have new parcel and subparcel numbers issued. It will be considered a new appraisal.
- C. The headings of both Parcel Appraisal Pages (Form RW 7-9) will cross-reference the other parcel.
- D. Both appraisals will be submitted concurrently if Revised Appraisal Pages are used or in the same Report if submitted as Revised Parcel Appraisals.

In parcel mergers (merged after the initial appraisal) the merged parcels will be grouped under the lowest parcel number and appraised as a larger parcel. Originally assigned parcel and subparcel numbers for each parcel will be retained. The parcels will have typed in the upper margin "Revised (date), merges with Parcel _____ and supersedes the parcel appraisal in Appraisal Report No. _____ Dated _____." Revised maps are necessary showing new gross areas, vesting, and correct coloring.

7.10.09.00 Parcel Cancellations

Parcel appraisals may be canceled for any number of reasons. Typically, Design may change the requirements or the construction date is delayed and the project is no longer budgeted. Prior to

cancellation, the Acquisition and RAP Branches must be advised and they must determine that there are no outstanding obligations to the owners or occupants of the property.

7.10.10.00 Review of Condemnation Parcels

Upon written request, the Appraisal Branch will investigate all new data discovered relating to condemnation parcels and will revise affected parcels when indicated.

Prior to engaging contract or staff condemnation appraisers, the Acquisition Branch will request the Appraisal Branch to make a review of a condemnation parcel and all pertinent data. The Appraisal Branch will formally confirm or revise the appraised market value as of the date of value. The results of this review and decisions reached will be documented in District/Region files.

After engaging condemnation witnesses, the staff appraisal would not normally be revised except for mechanical changes in areas, subparcels, etc.; substantial changes in design; or protracted delays or changes in data which would normally require significant adjustments in witnesses' reports. In these latter two cases, review of the staff appraisal for revision is optional with the District/Region considering the most cost-effective approach to acquisition.

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